

SENIOR HUMAN RESOURCES/RISK ANALYST*Class Definition*

Under direction, performs difficult and complex professional personnel work in a variety of program areas; may provide supervision to assigned staff.

Distinguishing Characteristics

Senior Human Resources Analyst is a supervisory class assigned to the Personnel Services Department. Incumbents perform difficult and complex assignments in recruitment, examination, classification, salary administration, labor relations, or loss control, insurance and benefit administration; and may provide supervision to assigned professional and clerical staff. Assignments require extensive technical knowledge, initiative, discretion, and judgment. This class is distinguished from Management Analyst II in that the latter is a journey level, generalist class in which incumbents work in a variety of assignment areas. It is distinguished from Management Analyst III in that incumbents of the latter class perform a broad range of supervisory and administrative support duties in an operating department. These are unclassified positions in which the incumbents serve at the will of the Director of Personnel Services.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises and participates in classification studies; recommends the allocation of positions to appropriate classes; develops and updates class specifications.

Supervises and participates in the gathering, tabulation and analysis of salary and benefit data; supervises preparation of the Salary and Position Authorization Resolutions, and amendments thereto as required during the fiscal year.

Supervises and participates in the development, administration and analysis of job-related selection procedures, including, but not limited to, application reviews, written and performance tests, interviews and assessment techniques.

Supervises and participates in the administration of the City's Workers' Compensation and Unemployment Insurance programs; performs liaison duties between the City and claims administrators.

Supervises and participates in the administration of safety programs; administers various loss control activities.

May provide supervision to assigned professional and clerical staff.

Plans, organizes, and oversees the City's benefits programs for all eligible employees in accordance with City and

government rules, regulations, and standards.

Supervises and participates in the work involved in investigating, interpreting, analyzing and preparing recommendations in relation to fact-finding proceedings, disciplinary appeals, grievance/arbitration appeals, and negotiations.

Analyzes, interprets and explains provisions of all labor agreements and City policies and procedures regarding labor relations.

Represents the City in disciplinary appeals, arbitration appeals, fact-finding proceedings, and Civil Service Board matters.

Participates in the negotiation process by assisting and providing information to Chief Spokesperson.

May act as Chief Spokesperson for the City in the negotiation process with employee organizations.

Uses automated data processing applications, including word processing, spreadsheets, databases, and applicant tracking, to analyze and present information.

May appear before various boards and commissions as a management representative.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the principles and practices of recruitment and examination, position classification, job analysis, salary administration, and test construction, analysis and evaluation.

Knowledge of the principles and practices of collecting and comparing salary data and benefit information, and internal and market influences affecting wage determination.

Knowledge of federal, state and local legislation and major court decisions pertaining to equal employment opportunity and affirmative action programs.

Knowledge of the California State Labor Code relative to workers' compensation and industrial safety.

Knowledge of applicable laws and regulations pertaining to benefit programs.

Knowledge of the principles and practices of the collective bargaining process in the private or public sector.

Knowledge of federal and state regulations applicable to labor relations in the public sector.

Ability to provide direction to professional and clerical staff.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations for their solutions.

Ability to interpret and apply equal opportunity laws, civil service regulations, and provisions of contracts, ordinances, negotiated agreements and other regulations or policies relating to personnel activities.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to develop and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Two years of experience equivalent to that gained as a Human Resources Analyst with the City of Fresno in the Personnel Services Department; or graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or closely related field, and three years of progressively responsible professional personnel experience. When recruitment is limited to a specific area of expertise, at least two years of the required experience must be in the area of expertise. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Recruitment and Examination
2. Classification and Salary Administration
3. Loss Control and Insurance
4. Labor Relations
5. Benefit Administration

APPROVED: _____

DATE: _____

Senior Human Resources/Risk Analyst

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Director

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